




# Using Excel

What is Excel? Excel is a spreadsheet. What is a spreadsheet? A spread sheet is a computer software program for storing, organizing and manipulating data. These replaced paper spreadsheets that were used in accounting. Today spreadsheets have lots of uses.




A spreadsheet is made up of columns and rows. The columns go down and the rows go across. The sections that result are called cells. It is in the cells that you enter your data. For part of our Go West unit, we will be using a spreadsheet to complete the Load Your Wagon activity. You will need to set up a spreadsheet similar to the one below.

D1		:	  	Total Cost	
	A	B	C	D	
1	Item	Cost	How many	Total Cost	
2	Oxen	\$ 35.00	8	\$ 280.00	
3					

You will need to set up 4 columns of data. The number of rows you will need will vary with the number of things you are going to put in your wagon. In order to make this work

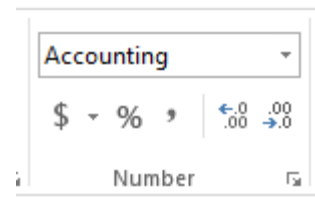
you will need to format two of the columns and then enter a few formulas to make it work.

To format columns, you will need to highlight the columns and then tell the program how you want it formatted.

B1				  		Cost	
	A	B	C	D			
1	Item	Cost	How many	Total Cost			
2	Oxen	\$ 35.00	8	\$ 280.00			
3							
4							
5							
6							

First you will need to select the column(s) you want to format. To do that, move your cursor to the column letter. Your cursor will turn to an arrow. Click your mouse button and it will highlight the column. Next go up to the **Number** section of the menu bar

and select the \$. This will format the entire column as currency. What this means is that anytime you enter a number in a cell in column B it will be in the format of money. You will need to do the same thing to column D. DO NOT change the formatting for column C because it is just a quantity and needs to remain formatted as general.



Column D is where things get interesting. In this column you want to calculate the cost of the items you are taking on your trip to Oregon. In order to make the cell calculate, you need to enter a

D2 : =SUM(B2\*C2)

	A	B	C	D
1	Item	Cost	How many	Total Cost
2	Oxen	\$ 35.00	8	\$ 280.00
3				

formula. There may be other formulas that could or should be used to do this but I know one formula that works. To enter you formula, click in cell D2, and enter the following formula:

=SUM(B2\*C2). What this tells the column is that you want to multiply cell B2 with cell C2. In computer language \*, Shift 8, is the symbol for multiplication.

This only puts the formula in that one column. If you want to make other rows calculate in the same way, you will need to **Fill Down**. To Fill Down, click and hold on column D2 and drag down as far as you want to go to highlight the cells and then

	D
iny	Total Cost
8	\$ 280.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

click **Control D**. You will notice that all of the columns that you highlighted now have \$ in them. Now in any row that you enter values in columns B and C, Column D will calculate.

C	D
many	Total Cost
8	\$ 280.00

If I want to add a column of numbers you can also do that with a formula. In a cell below the list of numbers you would enter the following:

=SUM(D2:D6)

=SUM(D2:D6) and the column would add. Notice that D2 is the first cell in the column and D6 is the last cell in the column that you want to add.

D	E
Total Cost	
\$ 3.45	
\$ 3.40	
\$ 2.75	
\$ 5.00	
\$ 22.64	
\$ 37.24	



D
Total Cost
\$ 3.45
\$ 3.40
\$ 2.75
\$ 5.00
\$ 22.64